

# Unknown Deceased

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# Unknown Deceased

## 1 INTRODUCTION

- A. The document covers techniques associated with processing human remains to obtain friction ridge print records and actions taken to examine postmortem records.
- B. Laboratory resources, technological changes, and examiner discretion determine which processing procedures are appropriate and/or acceptable depending on the circumstances.
  1. This document does not preclude the use of variations to listed processing procedures for recording prints from deceased individuals.
- C. Postmortem prints obtained from human remains may be compared with antemortem exemplars and/or searched in the Next Generation Identification System for the purpose of verifying or establishing identity or casework comparisons.

## 2 SCOPE

- A. These procedures are intended for use by personnel who record and/or examine friction ridge prints of unknown deceased individuals.
- B. The document covers techniques associated with processing or examining human remains in the laboratory as well as at an off-site location.

## 3 LIMITATIONS

None

## 4 EQUIPMENT

- Adhesive Materials (shelf paper, lifts)
- Ammonium Hydroxide/Sodium Bicarbonate Rehydrating Mixture (98% Water, 2% Ammonium Hydroxide, 25g/L Sodium Bicarbonate)
- Bleach (or appropriate cleaning agent)
- Boiling Pots (or hot plate and suitable container)
- Butane Lighter
- Casting Material
- Cutting equipment (saws, shears, scalpels)
- Digital Capture Device
- Digital Imaging Systems
- Dishwashing Liquid
- Duct Seal
- Embalming Chemicals (conditioner, preservative, restorative)
- Equipment providing adequate lighting
- Fingerprint or Foam Brushes
- Fingerprint/Palm Print/Footprint Cards/Strips
- Fingerprint Ink
- Fingerprint Powder

- Hair Dryer or similar heat generating equipment
- Isopropyl Alcohol
- Leather Conditioner
- Magnifiers
- Microscopes/Macroscopes
- Next Generation Identification System workstation
- Ridge Counters (or dissecting needles)
- Sodium Hydroxide Solution (1% to 3%)
- Syringes
- Tissue Builder

## 5 OBTAINING PRINTS FROM HUMAN REMAINS

- A. When personnel process human remains for the purpose of recording friction ridge skin, the following should be followed:
  1. Clean and assess the remains.
  2. Recondition compromised friction skin, as appropriate, moving from the least destructive process to the most destructive process.
  3. Record prints from remains.
- B. When processing at a non-FBI Laboratory location, any actions that would drastically change the remains or could be misinterpreted as a wound (e.g., removal of digits or cutting tendons) will require permission from the Medical Examiner or other appropriate Medicolegal Authority.
- C. Any removed items or parts (e.g., skin, digits) should be retained with the original remains.

### 5.1 Clean and Assess Remains

- A. Personnel will clean and assess the remains prior to reconditioning or recording prints, as follows:
  1. Use care when handling remains, especially charred remains, as the skin may be fragile and easily damaged.
  2. Gently clean the remains to remove contaminants with a soft toothbrush, sponge and warm, soapy water, or other cleaning solutions (such as bleach).
  3. Mild or severe rigor may require manipulation of the joints to loosen rigor.
    - i. Personnel may need to forcefully straighten or flatten the remains.
    - ii. Personnel may also cut the tendons in order to relax the remains, as appropriate.
  4. Examine the human remains for damage to the friction skin and use reconditioning techniques, as applicable.

### 5.2 Reconditioning Techniques

#### 5.2.1 Tissue Builder

- A. Personnel may use the following procedure:
  1. Ensure the skin is intact.

2. With a syringe, inject tissue builder into the end joint of the finger by passing the needle through the first joint or medial phalange.
3. Other areas of the friction ridge skin may be processed with tissue builder in a manner to best preserve the friction ridge skin.

### 5.2.2 Boiling Technique

- A. The boiling technique may be used in conjunction with other reconditioning technique(s).
- B. Personnel will use the following procedure:
  1. Use caution when applying to the epidermis as it may blister.
  2. Dip the remains into boiling water for approximately five to ten seconds.
  3. Remove the remains from the boiling water and examine the condition of the friction ridge detail.
  4. Repeat as necessary, but no more than three times due to increased chance of destroying the friction ridge skin.
  5. If skin has abrasion trauma, personnel may indirectly apply the hot water to the friction ridge skin, such as with a sponge, to reduce the chance of additional trauma.

### 5.2.3 Rehydration

- A. The individual may soak the remains in one of the following rehydration solutions:
  - o Ammonium Hydroxide/Sodium Bicarbonate Rehydrating Mixture
  - o Sodium Hydroxide Solution
  - o Leather Conditioner
  - o Dishwasher Liquid (may be diluted slightly with warm water)
- B. The time taken for rehydration can vary from hours to weeks, depending on the extent of the dehydration and type of rehydration solution.
- C. Personnel will employ caution when using rehydration techniques as they may be destructive to remains depending on condition and amount of exposure (e.g. sodium hydroxide solution).
- D. To remove wrinkles after rehydration and restore the remains to the approximate natural size/shape, personnel should try to stretch the skin.
  1. Injecting tissue builder may assist in removing wrinkles and reshaping the skin.

## 5.3 **Conditions of Friction Ridge Skin and Applicable Reconditioning Techniques**

### 5.3.1 Macerated Human Remains

- A. Maceration involves damage to the skin through prolonged exposure to moisture.
- B. Maceration may cause swelling and broadening of the friction ridges, wrinkling of the skin, and separation of the epidermis (outer skin) from the dermis (inner skin) (i.e., gloved skin).
- C. Personnel may use the following techniques when reconditioning macerated friction ridge skin:

1. Pinch or stretch the skin to remove wrinkles.
2. If the skin is intact, use tissue builder ([See Section 5.2.1](#)).
3. Use the boiling technique ([See Section 5.2.2](#)).
4. If gloving or partial gloving has occurred, refer to [Section 5.6.2](#) for procedures.

### 5.3.2 Desiccated Human Remains

- A. Desiccated or mummified remains are extremely dehydrated which often results in severe wrinkling and shrinkage.
- B. Personnel may use the following procedures when reconditioning desiccated friction ridge skin:
  1. Soak the remains using one of the rehydration techniques ([See Section 5.2.3](#)).
  2. Use tissue builder after rehydration technique to reshape skin to natural size and shape.
  3. If soaking does not soften skin, cast the remains with casting material.
  4. If friction ridge detail is not visible or the skin has become saturated, use the boiling technique after rehydration ([See Section 5.2.2](#))

### 5.3.3 Burned or Charred Human Remains

- A. The thermal modification of human remains often results in brittle friction ridge skin that can be further damaged through excessive handling.
- B. In this condition, the human remains will usually exhibit clenched hands, which often protects the friction ridge detail on the fingers and interdigital area of the palm.
- C. Personnel may use the following procedures when reconditioning burned or charred friction ridge skin:
  1. Avoid forcing the fingers or toes to open.
  2. Cut the tendon on the inside of the fingers or toes to gently straighten.
    - i. If necessary and permitted to, remove the fingers or toes from the hand or foot for processing.
  3. Carefully remove hardened or partially loose skin by twisting or cutting.
  4. Removed skin should be gently cleaned with warm water (which should soften skin).
  5. Photography is recommended but not required to capture the friction ridges after the skin is cleaned and before any potential damage occurs with other recording methods.
  6. Remove damaged epidermal skin to allow access to the dermal layer ([See Section 5.6.3](#)).
  7. Depending on the condition of the degloved skin, personnel may print the underside of the epidermis.
    - i. It should be noted that the resulting record will be in reverse position and may be in reverse color.
  8. As a last resort, use the boiling technique ([See Section 5.2.2](#)).

## 5.4 Drying Techniques

- A. Prior to recording prints from the skin, personnel must ensure the skin is dry.
- B. Depending on the condition of the remains, personnel may use the listed drying techniques as follows:
  - 1. Blot the remains using low lint absorbent wipes or cloth towels.
  - 2. Apply isopropyl alcohol to the remains and blot with low lint absorbent wipes or cloth towels.
  - 3. Use a blow dryer on low heat.
  - 4. Use the flame technique which involves moving the flame from a butane lighter across the skin for several seconds until dry.
    - i. Use caution when applying as it may damage or char the skin.

## 5.5 Recording Postmortem Prints

- A. Personnel will ensure skin is dry ([See Section 5.4](#)).
- B. It is at the examiner's discretion whether to record all detail ahead of time to attempt identification or to record the minimum necessary to attempt identification.
- C. If the individual is not identified, an attempt must be made to record all friction ridge skin detail on the hands, to include palms.
- D. Personnel may record friction ridge skin on feet, as dictated by the circumstances.
  - 1. These will be handled in the same manner as hands.
- E. Personnel will place physical postmortem print record(s) obtained directly from human remains in a sealable storage bag and label as bio-hazard.

### 5.5.1 Digital Scanning Device

- A. Images of friction ridge skin may be captured digitally using a scanning device or software (e.g., ARES software).
- B. The friction ridges will be captured by placing or rolling the finger directly on the device to digitally record the ridges.
- C. Direct captures are in correct position and may be in reverse color.

### 5.5.2 Lifting Casting, and Inked Records

Captured prints should be in correct position and in correct color.

#### 5.5.2.1 Lifting and Inked Records

- A. The recommended analog method involves the use of black powder and white adhesive lifters, which can be commercial products or any type of product with a sufficient adhesive to lift the print without damaging the skin.
- B. Personnel will process each area of friction ridge skin separately as follows:
  - 1. Prepare an adhesive lifter to the approximate size of the area of friction ridge skin being recorded.
  - 2. Lightly coat the ridges with the powder using a camel or squirrel hair fingerprint brush (or equivalent) or a foam brush, as appropriate.
  - 3. Place the area of friction ridge skin coated with powder on an adhesive lifter.
  - 4. Duct seal or equivalent may be used to assist with the capture of the print.

5. Affix the recorded impression to the back of a transparent fingerprint card or other transparent material.
  - i. A transparent fingerprint card can be created by photocopying a standard fingerprint card onto transparency film.
- C. Alternatively, ink and a traditional card can be used to record the friction ridges.

#### 5.5.2.2 *Casting*

- A. Prepared casting materials can be applied to the friction ridges and allowed to harden.
- B. Powder or ink may be applied to improve contrast.

#### 5.5.3 *Photographic Capture of Friction Ridges*

- A. Recordings of friction ridge skin may be captured photographically.
  1. Direct captures of friction ridge skin will be in reverse position and may be in reverse color.
- B. Proper selection of lighting schemes or the use of oblique lighting may enhance the friction ridge detail.
- C. If capture is not 1:1, include a scale or other measurable item in the image.
- D. Personnel have the discretion to capture images of friction ridges before and/or after techniques are applied.

#### 5.5.4 *Required Information for Postmortem Records*

- A. Each resulting postmortem record captured by personnel in the Friction Ridge Discipline will contain the following information:
  1. Available biographical or physical information of the deceased.
  2. Signature of individual(s) recording prints.
  3. Date the prints were recorded.
  4. Any additional information deemed necessary (e.g., Medical Examiner number, dermal print).
  5. Laboratory number, if applicable.
  6. The source of each postmortem print(s) (e.g. finger number), if known.
  7. Notations if any parts (i.e., fingers or palms) are missing, damaged, or unable to be printed.

### 5.6 **Additional Deceased Processing Considerations**

#### 5.6.1 *Detached and Disassociated Digits*

- A. When a hand or foot is received intact and the digits need to be detached, personnel will remove the digits and place each digit in a separate container.
  1. Each container will be labeled with the digit number and the Laboratory number or remains number, as applicable.
  2. When working in the field, permission must be obtained from the chief Medicolegal Authority prior to removing clothing or body parts.
  3. When working in the laboratory, personnel have discretion to process as necessary.

- B. When digits are received disassociated, personnel will place each digit in a separate container labeled with the digit number (if known) and the Laboratory number or remains number, as applicable.

### 5.6.2 Gloved Skin

- A. If gloving has occurred and the epidermis has separated completely from the dermis, personnel should print both the dermis and epidermis to ensure they are from the same individual.
  - 1. This is especially important in disaster situations with mass casualties.
- B. Partial gloving occurs when the epidermis has not completely separated from the dermis and the epidermis should be carefully removed (utilizing scissors or scalpels) to facilitate printing.
- C. Detached skin may be retained in original container with the associated part or be placed in a separate appropriately labeled container (origin of skin (e.g., digit number), if known, and include Laboratory number or remains number, as applicable).
- D. When printing gloved skin, personnel should use the following recording techniques:
  - 1. Lifting or casting ([See Section 5.5.2](#)).
  - 2. Ink and card strips ([See Section 5.5.2](#)).
  - 3. Photography ([See Section 5.5.3](#)).
- E. Personnel may place the detached epidermis over the personnel's gloved finger or hand to assist in recording the ridge detail.
- F. Recording the underside of the epidermis is also an option depending on quality.
  - 1. The resulting prints will be in reverse position and may be in reverse color.

### 5.6.3 Dermal Skin

- A. In certain circumstances, such as when the epidermis is damaged or lost or mass casualty situations, the dermal skin may be recorded.
- B. All reconditioning techniques may be used on dermal skin ([See Section 5.2](#)).
- C. The resulting prints may have:
  - 1. a double row of dermal papillae,
  - 2. single rows created by two semi-fused rows of dermal papillae, or
  - 3. a combination of double rows and single fused rows, all of which represent a single epidermal ridge.

### 5.6.4 Disposition of Human Remains

- A. Human remains are not to be destroyed, even when requested by the contributor.
- B. For FBI Laboratory cases, the following procedures will be followed:
  - 1. Ensure biohazard labels are on evidence container(s).
  - 2. Ensure the remains are in leak proof primary and secondary containers.
  - 3. Return the remains to the contributing agency.

## 6 CONDUCTING EXAMINATIONS ON UNKNOWN DECEASED FRICTION RIDGE DETAIL

### 6.1 Examinations Conducted in the Laboratory

#### 6.1.1 Storage of Human Remains in the Laboratory

- A. Human remains examined in the laboratory will be stored as follows:
1. Human remains will be stored in a refrigerator, freezer, or stainless steel hood in a biohazard examination room, as applicable.
  2. The evidence will be properly sealed unless reconditioning techniques are being performed.
  3. Evidence undergoing reconditioning (or associated containers) will be labeled with the Laboratory number and personnel contact information.

#### 6.1.2 Recording Human Remains in the Laboratory

- A. Personnel will reference [Section 5](#) for techniques on processing human remains and recording or preserving friction ridge skin detail.
- B. When processing submitted hands, fingers, feet or any human remains containing friction ridge skin, the following procedures must be followed:
1. Inventory the totality of items received and record in the case notes (e.g., left hand with all fingers attached or right hand with digits #1 and #3 missing and two disassociated fingers).
  2. Record all attempted activities or processing techniques used to obtain friction ridge prints (even those that were not successful) and record the results from those attempts.
  3. Record appropriate information on the physical postmortem print record(s) ([Section 5.5.4](#)) or have this information associated with digital print records after capture.
    - i. [Section 5.5](#) details the number of friction ridge prints necessary to record from the remains and the physical postmortem print record(s) handling.
  4. Digital copies of all recorded friction ridge prints deemed suitable for capture (with the exception of any exploratory or test lifts, casts or other materials) must be retained in the FBI Laboratory file.
    - i. Personnel will refer to *Digital Images* ([FRD-400](#)) for guidance.
  5. After digital copies are made, the examiner will either destroy the physical postmortem print record(s) or return it to the contributor as secondary evidence.
    - i. If the examiner chooses to dispose of the physical print and/or records, they must document the disposition in the case notes.

### 6.2 Examination of Captured or Submitted Postmortem Prints

- A. All physical postmortem records obtained directly from human remains will be treated as biohazard material.
- B. Per [FRD-400](#), all submitted digital files must be retained.

- C. For submitted non-digital files, a digital copy of all submitted friction ridge prints deemed suitable for comparison must be retained in the FBI Laboratory file
  - 1. See [Section 6.1.2](#) for captured postmortem prints.
- D. If an identification is effected to an antemortem or non-duplicate postmortem record, a legible reproduction of the record(s) used to effect the identification must be retained in the FBI Laboratory file.
- E. When conducting examinations on non-original submitted unknown deceased prints, personnel will proceed with the expectation that the information provided is a true and accurate representation of the original, unless otherwise indicated.

### 6.3 Associated and Disassociated Portions or Records

- A. If intact remains are received or the friction ridge print records are contained on a single media (e.g., a fingerprint card or a single digital image), they are assumed to be associated to a single individual unless otherwise indicated.
- B. In the event that records are contained across multiple media (e.g., multiple cards or multiple digital images via email) or non-intact human remains are received, the recordings or remains are considered disassociated unless the friction ridge prints were captured in the laboratory, remains were separated in the laboratory and/or documentation exists to confirm the submitted records or remains are associated.
- C. Wherever possible, the examiner should inter-compare records to ensure prints across multiple media are connected.

#### 6.3.1 Attempting to Identify Disassociated Portions or Records

- A. An attempt must be made to identify all disassociated portions or records.
- B. If multiple disassociated portions or records are examined, an attempt must be made to identify at least one print from each portion or record.

### 6.4 Assessment and Examination of Records

- A. All unknown deceased prints are treated as standard intentionally recorded prints per *Examining Friction Ridge Prints* ([FRD-500](#)).
- B. For cases where no potential antemortem identity is provided by the contributor, the examiner should assess for Next Generation Identification System quality prints only, and the FBI Laboratory file will show which prints were searched in the Next Generation Identification System.
- C. If manual comparisons against an antemortem record are required, the prints will be examined per the applicable sections in the [FRD-500](#).
- D. For all examinations, the examiner should consider whether the prints are in reverse position and/or reverse color.
  - 1. Examiner can reference sections in this document for potential guidance on typical outcomes for specific capture methods.

### 6.5 Searching Captured or Submitted Postmortem Prints

- A. The examiner will refer to the *Next Generation Identification System* ([FRD-600](#)) for guidance on conducting searches and reference the following sections for specific

procedures for all unknown deceased prints to be searched in the Next Generation Identification System.

- B. When the captured or submitted postmortem prints are not identified and the unknown deceased is estimated to be born before 1983, the examiner will submit a copy of the record to the Criminal Justice Information Services Division to be searched in the manual file.
  - 1. The examiner can only submit the record if it contains either nine or ten captured fingerprints (so a pattern classification can be determined).
  - 2. Any record not meeting these requirements will not be sent, however exceptions may be granted by the Next Generation Identification System Program Manager.

#### 6.5.1 Ten Print Record Search(es)

- A. The examiner may conduct a Ten Print search of the recordings in the Next Generation Identification System criminal and civil files and the Special Population Cognizant file, when appropriate.
- B. If an antemortem record is identified, the verification process will be completed and the examiner will cease searches.
- C. If a postmortem record from the Criminal Justice Information Services Division files is identified, the examiner will do the following:
  - 1. If the postmortem record is an exact copy of the captured or submitted record, the examiner will record the match in their case notes and no verification is required.
    - i. Searches will continue.
  - 2. If the postmortem record is a different recording of the same individual recorded on the captured or submitted record, the prints will be identified and the verification process will be completed.
    - i. Searches will continue.

#### 6.5.2 Searches of a Single Friction Ridge Print(s)

- A. If no identification is effected to an antemortem record, the examiner will conduct searches of the single friction ridge print(s) as follows with all Next Generation Identification System quality individual print recordings until all such recordings are searched or an identification is effected with antemortem prints.
  - 1. Both the criminal and civil files will be searched. Other files may be searched as the case warrants.
  - 2. The examiner will search against all ten fingers for each fingerprint search.
  - 3. In the case of multiple recordings of the same finger, the examiner will ensure all areas of the end joint of the finger are searched within the system.
  - 4. Palm prints, if submitted or captured, will be searched in the system.
  - 5. Captured or submitted postmortem prints searched as single friction ridge prints will not be added to the Unsolved Latent File.
    - i. Exceptions may be granted by the Next Generation Identification System Program Manager.
- B. If an antemortem print is identified, the examiner will do the following:

1. The examiner will identify the print in the Next Generation Identification System and retain the screenshot.
  2. If the submitted recordings are associated, only 1 finger/palm needs to be identified, the verification process will be completed, and the examiner will cease searches.
  3. If the submitted recordings are disassociated, all portions will be identified, the verification process will be completed, and the examiner will cease searches.
  4. Any outstanding searches will be addressed as written in the [FRD-600](#).
- C. If a postmortem print is identified, the examiner will do the following:
1. If the postmortem record is from the Criminal Justice Information Services Division files and is an exact copy of the captured or submitted record, the examiner will record the match in their case notes and no verification is required.
    - i. The remaining candidates will be compared and searches will continue.
  2. The first print that is identified to a non-duplicate record must be marked as identified in the Next Generation Identification System and the screenshot retained. The verification process will be completed for the identification.
    - i. Comparisons will continue until the required number of unique candidates are addressed and searches will continue.
  3. For additional identifications to the same Universal Control Number, the examiner may choose “No Decision” or leave the result blank so the search can be closed.
    - i. The remaining candidates will be compared and searches will continue.
    - ii. If the examiner chooses instead to identify the Universal Control Number, they must retain the Next Generation Identification System screenshot.
      - a. Additional verifications are not necessary.
      - b. The remaining candidates must still be compared.

### 6.5.3 Searching Macerated or Desiccated Recorded Prints

- A. In some cases, the friction skin will expand or shrink to a point that the abnormal size of the recorded prints will affect the search.
- B. Macerated and gloved skin is typically larger than the normal size while desiccated and charred skin is typically smaller.
- C. In these instances, when a print is searched as-is and no identification is effected, the examiner will search the print again using the Next Generation Identification System ridge counting tool.

### 6.5.4 Sharing Unknown Deceased Prints

- A. Captured or submitted postmortem records may be shared with other agencies, through the Next Generation Identification System Program Manager or designee, as applicable.

- B. The examiner will refer to the [FRD-600](#) guidance.

## **7 UNKNOWN DECEASED PROCESSING EXTERNAL TO THE FBI LABORATORY**

### **7.1 Dover Mortuary**

- A. Examiners conducting exams for Dover Mortuary will follow procedures and documentation requirements established for and by the Dover Mortuary and those relevant paragraphs documented in this standard and the [FRD-500](#) and [FRD-600](#).
  - 1. No FBI Laboratory numbers are assigned for Dover cases and no FBI Laboratory reports are generated.
  - 2. All resulting records are provided to the Department of Defense Office of the Armed Forces Medical Examiner System.

### **7.2 Major Incidents**

- A. All incidents overseen by the Major Incident Management Program Manager will follow procedures and documentation guidelines established by the requesting agency and those relevant paragraphs documented in this standard as well as the relevant paragraphs in the [FRD-500](#) and [FRD-600](#).
  - 1. No FBI Laboratory numbers are assigned for major incidents and no FBI Laboratory reports are generated.
  - 2. The Major Incident Management Program Manager will produce a closure memorandum listing the results of all FBI Laboratory friction ridge print examinations resulting from the incident, unless those results have been previously reported in writing.
    - i. In instances where the results have been previously reported in writing, the closure memo will inform the requesting agency that examinations are complete.
  - 3. Copies of any associated records will be retained by the Major Incident Management Program Manager.
  - 4. The Major Incident Management Program Manager will maintain a complete record of each major incident.

### **7.3 Criminal Justice Information Services Division Assistance**

- A. Examiners conducting individual fingerprint searches of unknown deceased individuals for the Criminal Justice Information Services Division Special Processing Center will follow procedures and documentation requirements established for and by the Criminal Justice Information Services Division Special Processing Center and those relevant paragraphs documented in this standard and the [FRD-500](#) and [FRD-600](#).
  - 1. No FBI Laboratory numbers are assigned for the Criminal Justice Information Services Division Special Processing Center cases and no FBI Laboratory reports are generated.
  - 2. All results, including the identity of the examiner conducting the examinations, are provided to the Criminal Justice Information Services

Division Special Processing Center for dissemination and all relevant supporting records will be retained.

## **8 NATIONAL INSTITUTE OF JUSTICE'S NATIONAL MISSING AND UNIDENTIFIED PERSONS SYSTEM**

- A. The National Institute of Justice's National Missing and Unidentified Persons System is a national centralized repository and resource center for missing persons and unidentified decedent records with a database of the unknown deceased fingerprint records submitted from medical examiners and coroners across the United States.
- B. To date, the National Institute of Justice's National Missing and Unidentified Persons System does not have access to search any fingerprint databases, or the ability to submit fingerprint records to Criminal Justice Information Services Division.
- C. In an effort to help identify these unknown deceased individuals, a modified process is employed to search the prints against the Next Generation Identification System and provide positive results to the contributors.
- D. Any identification details will be provided to the agency who contributed the records to the repository.
- E. When conducting examinations on non-original submitted unknown deceased prints, personnel will proceed with the expectation that the information provided is a true and accurate representation of the original, unless otherwise indicated.

### **8.1 Case Receipt and Examinations**

- A. The Major Incident Management Program Manager or designee will facilitate the receipt of all cases from the National Institute of Justice's National Missing and Unidentified Persons System.
- B. No FBI Laboratory numbers will be assigned for the National Institute of Justice's National Missing and Unidentified Persons System cases and no FBI Laboratory reports will be generated, except as described in [Section 8.2](#).
- C. Searches in the Next Generation Identification System will be conducted under a specific Latent Case Number designated by the Major Incident Management Program Manager.
- D. The examiner will review the case images, encode relevant Next Generation Identification System suitable prints for searching, and search the prints per the relevant sections above.
- E. The encodings within the Next Generation Identification System will serve as the examiner's analysis markings and, due to the nature of the examination, written analysis records are not required.
- F. Exclusions or inconclusive decisions will be appropriately recorded in the Next Generation Identification System only.
  - 1. Nothing further will be done with the record, and National Institute of Justice's National Missing and Unidentified Persons System will be notified that no identification resulted from the automated searches.
- G. When an identification decision is reached, the result will be recorded in the Next Generation Identification System and a copy of the marked minutia will be retained in the appropriate digital storage location.

1. All identified prints will be verified.
  2. Records for the verification will be retained in the appropriate digital storage location.
  3. No results will be reported without the successful completion of the required quality step(s).
- H. A record of requests will be serialized in Sentinel annually and will include information needed to locate associated records in the Next Generation Identification System.

## 8.2 Reporting Identifications

- A. The National Institute of Justice's National Missing and Unidentified Persons System database will be used to identify the original contributor.
- B. The National Institute of Justice's National Missing and Unidentified Persons System is only notified that an identification is made, and that the original contributor is notified of the identification details.
- C. A record of the notification will be retained in the appropriate digital storage location.
- D. If the contributor requests an official report, they will notify the Major Incident Management Program Manager or designee.
- E. An incoming communication will be required from the contributor and the examiner will follow all appropriate Laboratory practices and unit procedures when answering the request.

## 9 SAFETY

- A. All human remains should be treated as infectious material and universal precautions should be exercised.
- B. The following safety procedures will be followed as applicable:
  1. Conduct work in a Biohazard Examination Room or area.
  2. Utilize universal precautions for control measures.
  3. Use barrier protection at all times (gloves, masks, eye wear, disposable lab coat/apron).
  4. Always remove protective barriers prior to leaving a Biohazard Examination Room or area and place disposable barriers in a biohazard disposal container.
  5. Use double gloves when there may be hand contact with blood or other potentially infectious materials.
  6. Change gloves when contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
  7. Wear goggles or glasses with face shields or full face shields to protect from splashes, sprays, spatters, droplets of blood, or other potentially infectious materials.
  8. Use a disposable lab coat and/or apron for splash protection or replace lab coats after use.
  9. Wash hands after removal of gloves or other personal protective equipment.
  10. Place contaminated needles/sharps in appropriate puncture-resistant container.

11. Reduce the use and handling of needles and sharp instruments as much as possible.
12. Avoid bending, recapping, removing, or otherwise handling contaminated needles or other sharps.
13. If necessary, accomplish recapping or needle removal through the use of a mechanical device or a one-handed technique.
14. Use disposable needles whenever possible.
15. Minimize spills and splatters.
16. Decontaminate all surfaces and devices after use (10% bleach solution, alcohol, or other disinfectant cleaning solution).
17. Wash surfaces and devices with water after decontamination.
18. Use biohazard labels as required.
19. Use leak proof primary and secondary containers during collection, handling, processing, storage, transport, or shipping of biohazard material.
20. Dispose of infectious waste in a biohazard bag.
21. Maintain the biohazard bag in a rigid container.
22. Refer to the [FBI Laboratory Safety Manual](#) for guidance on safety polices and chemical disposal.
23. Any questions will be referred to the Health and Safety Group.

## 10 REVISION HISTORY

Revision	Issued	Changes
09	02/22/2022	Reformatted and restructured sections. Updated document references and terminology.
10	09/15/2022	Merged Revision 9 of <i>Unknown Deceased</i> (updated) and Revision 2 of <i>Standard Operating Procedures for Processing Human Remains</i> (reformatted and updated).